

CONDITION REPORT INDIANA COMMISSION ON PUBLIC RECORDS CONSERVATION DIVISION

State Form 49116 (9-98)

Log#		
Log #		
•		

Patron name Address (street)						Telephone numb	er Work Home			
Address (city, state, ZIP code)					Facsimile num	Facsimile number				
Agend	су	Record gro	oup #	Record Series	name	-	Recoi	rd Series number	Location Box no.	
	CONTENTS									
	Letters			Parchment				versized materia	ulo.	
							_			
	Books			Non-archiv	•			deo recordings (,	_
_	Photographs			Thermal Fa				udio recordings (licroform (size)	(size)	_
	Maps Printed Material			Letterpress				, ,		
	Newsprint			•			IV	lotion picture ilin	n (size)	_
_	Archival copies			Original Co File cards	ples			thor		
	Archival copies			r ile carus						
					PRESERV			_		
	ems need conservation tre									
	ervation treatment require	_		Moderate		None		ed use of items:	∐High ∐Medium ∐Low	
-	patron use original? 🗌 Yo		•	•		-				
	ld items be duplicated bef			☐ Yes ☐ No	Should Pati	ron be required	to use copy	only? 🗌 Yes	s□ No	
May t	this item be photocopied?	☐ Yes ☐	No Ma	y it be made a	available for e	exhibit?	Yes□ No			
	t is the best preservation Phase box Delivery	n option? efer prese		laintain origin	al 🗆 l	Microfilm	Photoc	ору 🗆 Е	incapsulated binding	
What	t is intrinsic (most signif	ficant) abo	out those it	nme?						
						At		Multicolored	Charts	
	I Letterhead □	Signature		Bindina		Artworks		nullicoloreu		
_	_	Signature Paper	_	☐ Binding ☐ Inks		Artworks Oversized			Other	
_	_	Paper	_			Oversized		Graphs		_
_	_	-	_			Oversized				_
	Handwritten	-			HOUSI	Oversized NG		Graphs		
	Handwritten	Paper		☐ Inks	HOUSI	Oversized NG	□ 0 060 Gray / k	Graphs		
	Box type:	Paper Blue/White	e Acid free	☐.060 L	HOUSI Lig free	Oversized NG Diagram in the control of the contro	□ 0 060 Gray / k Yes □ No	Graphs	Other	_
punoq	Box type:	Paper Blue/White	e Acid free	.060 Le cube	HOUSI Lig free	Oversized NG	□ 0 060 Gray / k Yes □ No	Graphs		_
	Box type:	Paper Blue/White	e Acid free	.060 Le cube	HOUSI Lig free	Oversized NG Diagram in the control of the contro	□ 0 060 Gray / k Yes □ No	Graphs	Other	_
Unbound	Box type:	Paper Blue/White oad be replace	e Acid free Underload ed? Yes	.060 Le cube Correc	HOUSI Lig free Re ct Are	Oversized NG place box folders used?	□ 0 060 Gray / k Yes □ No	Graphs	Other	_
Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Le cube Correc No Ledger	HOUSI Lig free Report Are	Oversized NG place box folders used?	060 Gray / k Yes No Yes No	Graphs Kraft No If no, are	Other they needed?	
DunoquO	Box type:	Paper Blue/White oad be replace	e Acid free Underload ed?	.060 Le cube Correc	HOUSI Lig free Re ct Are	Oversized NG place box folders used?	☐ 0 060 Gray / k Yes ☐ No ☐ Yes ☐ N	Graphs	☐ Other they needed? ☐ Yes ☐ No	
Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Le cube Correc No Ledger	HOUSI Lig free Report Are	Oversized NG place box folders used? / Historic	060 Gray / h Yes No Yes No Post Vellum	Graphs Kraft No If no, are t □ Vinyl	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Le cube Correc No Ledger Paper	HOUSI Lig free Re Ct Are Unique Leather CONDIT	Oversized NG place box folders used? / Historic	060 Gray / k Yes No Yes No Post Vellum	Graphs Kraft No If no, are	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Les cube Correct No Ledger Paper Rubber bar Adhesive ta	HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / K Yes No Yes No Post Vellum R	Graphs Kraft No If no, are to the Vinyl Vater damage ire damage	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Le cube Correc No Ledger Paper	HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / k Yes No Yes No Post Vellum Fi S	Graphs Graft Io If no, are to the value of	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / k Yes No Yes No Post Vellum S S S	Graphs Graft Io If no, are to the value of	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / k Yes	Graphs Graphs Graft Io If no, are a very very very very very very very very	Other they needed?	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Le cube Correct No Ledger Paper Rubber bar Adhesive ta Adhesive st Torn Fragile Broken	HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / k Yes No Yes No Post Vellum S S S P O	Graphs Graphs Graphs Vinyl Vater damage ire damage moke damage taples aper clips ther fasteners	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG place box folders used? / Historic	060 Gray / k Yes No Yes No Post Vellum S S S P O	Graphs Graphs Graft Io If no, are a very very very very very very very very	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Re Ct Are Unique Leather CONDI	Oversized NG Discreption of the control of the co	060 Gray / k Yes No Yes No Post Vellum S S S P O	Graphs Graphs Graphs Vinyl Vater damage ire damage moke damage taples aper clips ther fasteners	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Report Are Unique Leather CONDITA adds ape tain	Oversized NG Discreption of the control of the co	060 Gray / k Yes	Graphs Graphs Graphs Vinyl Vater damage ire damage moke damage taples aper clips ther fasteners	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Report Are Unique Leather CONDITA adds ape tain	Oversized NG Discreption of the control of the co	060 Gray / K Yes	Graphs Graphs Graphs Value of the second	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?	.060 Les cube Correct No Ledger Paper Rubber bar Adhesive st Torn Fragile Broken Fading Peacidificat	HOUSI Lig free Report Are Unique Leather CONDITA adds ape tain	Oversized NG Discreption of the control of the co	060 Gray / k Yes	Graphs Graphs Graft Io If no, are to the value of val	☐ Other they needed? ☐ Yes ☐ No ☐ Other ☐ Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Rect Are Unique Leather CONDITA ds ape tain	Oversized NG Discreption of the control of the co	060 Gray / k Yes	□ Vinyl Vater damage ire damage moke damage taples aper clips ther fasteners ther eat set tissue hase box	they needed? Yes No Other Other Other Bleached	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Rect Are Unique Leather CONDITA ds ape tain	Oversized NG Discreption of the control of the co	060 Gray / k Yes	Graphs Graft Io If no, are formula in the control of the contro	they needed? Yes No Other Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	e Acid free Underload ed?		HOUSI Lig free Rect Are Unique Leather CONDITA ds ape tain	Oversized NG Discreption of the control of the co	060 Gray / k Yes	Graphs Graphs Graft Io If no, are formula of the company of th	they needed? Yes No Other Other	
Bound Unbound	Box type:	Paper Blue/White oad be replac	Pacid free Acid free Underload ed? Yes Ty		HOUSI Lig free Rect Are Unique Leather CONDITALS ASPENSION ASPENSI	Oversized NG Discreption of the control of the co	060 Gray / k Yes No	Graphs Graphs Graft Io If no, are formula of the company of th	Other they needed?	

RECOMMENDATIONS							
			. – – – – – – – – – – – –				
			. – – – – – – – – – – –				
			. – – – – – – – – – – – –				
	TD	EATMENTS /	EXAMINATIONS				
	IK	LATIVILIN 137	EXAMINATIONS				
		. – – – – –	. – – – – – – – – – – – –				
		. – – – – –					
		ROU	TING				
Received in Conservation Lab by:					Date (month, day, year)		
Received in Micrographics by:					Date (month, day, year)		
Film verified by	Accepted Rejected as		s noted under examinations		Date (month, day, year)		
Received in Conservation Lab by:		Date (month, day, year)					
Received in Archives by:					Date (month, day, year)		
Additional routing to:			By request of:		Date (month, day, year)		
Additional routing to:	By request of:		Date (month, day, year)				